

**STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION**

**REQUEST FOR PROPOSALS (RFP)
RFP 0334-133**

**Retention of Foster Parents Serving Children with Sexually
Reactive Behaviors**

November 14, 2003

Bidders' Questions Due: November 25, 2003 by 1:00 PM

Proposals Due: December 18, 2003 by 5:00 PM

Contract Start Date: February 2, 2004 (on or about)

RFP Coordinator:

Sandra Elliot
DSHS Central Contract Services
Telephone: (360) 664-6072
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elliosg@dshs.wa.gov

RFP Schedule

<u>Event</u>	<u>Date</u>
Issue RFP	November 14, 2003
Questions from Bidders Due	November 25, 2003
Questions Answered and Distributed to Potential Bidders on or about	December 3, 2003
Proposals Due (5:00 P.M. PST)	December 18, 2003
Evaluate Proposals (on or about)	December 30 – December 31, 2003
Notify Apparently Successful Bidder (on or about)	January 6, 2004
Debriefing Conferences request, within 3 days of Notice of Apparently Successful Bidder (on or about)	January 9, 2003
Hold Debriefing Conferences (on or about)	January 12- January 13, 2004
Protests, due within 3 days of debriefing conference (on or about)	January 16, 2004
Contract Start Date (on or about)	February 2, 2004

DSHS reserves the right to revise this schedule and will notify you of any changes in the schedule.

Mailing and Delivery Addresses

Mailing Address (U.S. Postal Delivery Only)

Department of Social and Health Services
Central Contract Services, Attention: Sandra Elliot, RFP Coordinator
PO Box 45811
Olympia, Washington 98504-45811

Hand Delivery Address (Not for U.S. Postal Delivery)

Department of Social and Health Services
Central Contract Services, Attention: Sandra Elliot, RFP Coordinator
Blake Office Park
4500 10th Avenue SE, 2nd Floor
Lacey, Washington 98503

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STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
REQUEST FOR PROPOSALS
NO. RFP 0334-133

RETENTION OF FOSTER PARENTS SERVING
CHILDREN WITH SEXUALLY REACTIVE BEHAVIORS

November 14, 2003

Introduction

1. Scope of RFP

The Department of Social and Health Services (DSHS) of Washington State seeks proposals to this Request for Proposals (RFP) from persons and organizations qualified to provide services in DSHS Region 5 only (Pierce and Kitsap Counties) for the retention of foster parents and relative caregivers in families serving children with sexually reactive and/or physically assaultive behaviors.

The purpose of these services is to improve the effectiveness of foster parents and relative caregivers who care for abused and neglected children who exhibit sexually reactive and/or physically assaultive inappropriate behaviors. The goals include improving the quality of care these children receive, reducing the burnout and turnover of the foster parents or relative caregivers who care for them, and improving the coordination of services for these groups.

You must submit a written proposal to respond to this RFP. You must comply with all requirements of this RFP, or DSHS may reject your proposal as nonresponsive.

See Section 15, "Definitions," for the meaning of various terms used in this RFP.

2. Who is Eligible for this RFP?

You must meet the following requirements to be eligible to submit a proposal to this RFP. If your proposal does not meet all eligibility requirements for this RFP, DSHS may consider your proposal nonresponsive and withdraw it from consideration at any time.

2.1 Minimum Qualifications

You must meet each of the following minimum qualifications in order for DSHS to consider your proposal:

- You, as the agency or individual provider submitting a proposal, must have at least 5 years experience in the social work or counseling field, or in a closely allied field, with 2 of those 5 years spent working with high needs children and/or children with issues of physical aggression or sexual behavior problems.
- At least 50% of your professional staff must have a master's degree in the social work or counseling field, or in a closely allied field, and at least 1 year experience working with at-risk families. Your remaining staff must have a BA degree and at least 2 years direct casework experience working with high needs children and/or children with physical aggression or sexual behavior problems.
- You must provide a master's degree level of supervision of cases and have access to consultation with a Certified Sexual Offender treatment provider.
- All of your professional staff must be either registered or licensed as a counselor in the State of Washington in one or more of the following fields: Social Work, Mental Health Professional, Marriage and Family Therapist, or a closely allied field. (See Section 3.2 below, Required Licenses.)
- You must be licensed to conduct business in the state of Washington.

If you do not meet the minimum qualifications, DSHS may consider your proposal nonresponsive and withdraw it from consideration at any time.

2.2 Required Business License and Certificate of Authority to D Business

You must be licensed, or authorized, to do business in this state in order to contract with DSHS.

If your firm is an out-of-state Corporation, you must obtain a Certificate of Authority to do business in Washington State.

Both the Business License and the Certificate of Authority can be obtained by contacting:

Washington Secretary of State
Corporations Division
PO Box 40234

505 E. Union
Olympia, WA 98504-0234
Phone 360-753-7115

Web Site: www.secstate.wa.gov/corps

2.3 Restrictions for Current or Former State Employees

RCW 42.52 and DSHS policy restrict DSHS's ability to contract with current or former state employees or with their employers.

If you are a current or former state employee, or if any of your employees, members, partners, officers, or directors is a current or former state employee, you should review RCW 42.52, Ethics in Public Service, or seek legal advice to determine whether you can contract with DSHS.

If DSHS cannot contract with you under RCW 42.52, then you are not eligible to submit a proposal in response to this RFP.

3. What Should I Know about the Foster Parent and Relative Caregiver Support and Skill Building Program?

3.1 Background

A youth with “sexual behavior problems” means a child age 12 or under (a) who has exhibited sexually reactive behaviors or (b) who has been sexually abused and exhibits inappropriate behavior stemming from this abuse.

A youth who is “physically assaultive” means a child age 12 or under: (a) who has a history of assaulting others or (b) who threatens or intimidates others with physical harm.

Families who care for a child who acts out sexually and/or who is physically assaultive experience higher levels of stress and burnout and are less likely to continue to be a long term resource for the child. Foster parents and relative caregivers in this situation need a resource for understanding the behaviors, strategies for decreasing or eliminating the problematic behavior and for ensuring the safety of the child, as well as others in the home and the community.

The legislature approved funding to provide support to and to educate foster parents who serve youth who act out sexually, and/or are physically assaultive, in order to improve foster parent retention. The current RFP extends the definition of "families served" to include relative caregivers. It also includes physically assaultive youth, as a child who is aggressive towards others also creates a high level of stress for the foster parents.

The services to be provided should include, but not be limited to, development of a safety and supervision plan, education for foster parents and relative caregivers as to normal developmental issues and normal sexual development, ongoing support groups for foster parents, monitoring devices as appropriate, consultation with a Certified Sexual Offender treatment provider, 24 hour response availability, and providing educational and support materials concerning care giving and safety issues related to sexual behavioral and physical aggression issues.

In addition, the contracted provider will be expected to:

- ♦ **Develop an action plan for foster parent support and skill building.**
- ♦ **Determine desired outcomes and design a system to track and report outcomes.**
- ♦ **Participate in foster parent associations.**

3.2 Services to Be Provided

Foster Parent and Relative Caregiver Support and Skill Building services provided under any contract awarded shall meet the following requirements for service outcomes and service parameters:

3.2.1 Service Outcomes

As a result of Foster Parent Support and Skill Building intervention by the contractor, the following service outcomes shall be expected:

- ♦ **The Contractor should have the capacity to serve ten (10) or more families per month.**
- ♦ **The foster parent(s) or relative caregiver(s) will gain an increased knowledge of the sexual and aggressive behavior and the development of latency age children.**
- ♦ **The foster parent(s) or relative caregiver(s) will have access to support services.**
- ♦ **A Safety and Supervision Plan will be developed with the foster parent or relative caregiver to address the needs of the home and the identified child.**
- ♦ **The foster parent(s) or relative caregiver(s) will understand the basic elements of a Safety and Supervision plan and how to best mitigate risk.**

- ♦ **The development of a Safety and Supervision Plan will involve all parties, including the child, and will be reviewed and signed by all parties.**
- ♦ **Foster parents or relative caregivers will develop better skills in dealing with children with sexual or aggressive behavior problems, resulting in outcomes such as:**
 - Increased safety for other children in the foster family;
 - Improved skills in their ability to serve physically assaultive children and children with sexual behavior problems;
 - A decrease in physically assaultive and sexually reactive behavior;
 - Caregivers will feel enabled to better deal with future incidences of sexualized and aggressive behavior.
- ♦ **Foster parent(s) or relative caregiver(s) will have access to an on-going support group.**

3.2.2 Service Parameters

- Cases are to be referred by the assigned DCFS Social Worker or by placement staff in the Tacoma and Bremerton offices.
- Services are to be a maximum of 8 weeks duration with no extension of services. Participants will be able to continue to participate in on-going support groups.
- Services will be provided to the foster families or relative caregivers of qualifying youths 3 -11 years of age.
- Services will be initiated by contacting the family by phone within 24 hours of receipt of the referral and by conducting a face-to-face assessment of the sexually reactive and/or physically assaultive child and the family no later than 72 hours after receipt of the referral, excluding weekends and holidays. Services will be initiated based on the presenting needs of the family.
- Conclude services by submitting an Exit Summary to the DCFS Social Worker 10 days after last contact with the family.

3.3 Number of Contracts

DSHS intends to award one (1) contract to provide the services described in this RFP.

Any subcontracts by the contractor selected as a result of this RFP shall require prior written approval by DSHS.

3.4 Term of Contract

Any contract that is awarded will begin on or about February 1, 2004 and end on June 30, 2005. DSHS and the contractor may agree to extend the contract for up to an additional two (2) years or up to June 30, 2007.

DSHS will negotiate the specific wording of the Statement of Work for any contract awarded with the successful bidder, based on the requirements of this RFP and the terms of the successful bidder's proposal.

3.5 Funding

DSHS has budgeted a maximum of \$52,000 * for this program for the remaining 5 months of Fiscal Year 2004. DSHS may reject any proposal in excess of that amount. Any contract awarded is contingent upon the availability of funding.

* \$52,000 has been allocated for the remaining 5 months of FY04. If the contract awarded is extended, the projected funding for FY05 is estimated at \$125,000 per fiscal year.

DSHS may reject any proposal in excess of that amount. Any contract awarded is contingent upon the availability of funding.

4. How Do I Respond to this RFP?

4.1 What is the Schedule for Responding to this RFP?

The schedule for this RFP is located at the beginning of this Request for Proposals, on page ii.

DSHS reserves the right to revise this schedule and will notify you of any changes in the schedule.

4.2 How Do I Communicate with DSHS?

The RFP Coordinator is the only point of contact within DSHS for this RFP. Once you receive this RFP, you must direct all communications to the RFP Coordinator, as follows:

Sandra Elliot, RFP Coordinator
RFP No. 0334-133

Department of Social and Health Services
Central Contract Services
PO Box 45811
Olympia, Washington 98504-5811

Telephone: (360) 664-6072
Fax: (360) 664-6184
elliosg@dshs.wa.gov

DSHS may disqualify your proposal if you communicate with any person within DSHS other than the RFP Coordinator, or the RFP Coordinator's designee, regarding this RFP. You should rely only on written statements issued by the RFP Coordinator.

4.3 When May I Contact the RFP Coordinator?

You may contact the RFP Coordinator by fax, e-mail or telephone at any time if you have a question on your eligibility to bid, on the procedural requirements for this RFP, or on any instructions in the RFP or in an exhibit.

Please communicate your question either by fax, by e-mail or leave a voice-mail. Questions received by fax or e-mail may be answered sooner than questions left by voice-mail.

All other questions should be submitted in writing as bidders' questions. These will be answered in writing as the DSHS Answers to Bidders' Questions. (See Section 4.5 below.)

4.4 Can I Submit Documents by Fax?

You may not use facsimile communication ("fax") to submit:

- Your proposal (or any portion of your proposal), or
- Any protest.

But you may send all other documents under this RFP by fax.

4.5 How Do I Ask Questions about this RFP?

You must send any questions to the RFP Coordinator, in writing, and no later than November 25, 2003, with a clearly identifiable heading referencing RFP No. 0334-133. DSHS will answer only questions received by this due date.

The RFP Coordinator will send you a copy of all questions and DSHS's answers. The answers are an amendment to the RFP.

5. How Do I Prepare My Proposal?

5.1 Format of Proposal

- Use standard 8.5" x 11" white paper.
- Use a font not less than 12 point.
- Print your name on the first page of your proposal (and all copies) and on all attachments to your proposal.
- Identify each copy of your proposal by including *Proposal to RFP No. 0334-133*, the title of this RFP – *Retention of Foster Parents Serving Children with Sexually Reactive Behaviors*, and your name on the front cover.

5.2 Contents of Proposal

- Submit **one (1) original copy** of your proposal containing Sections 5.2.1 through Section 5.2.6, as described below. Please separate all sections by tabs:

5.2.1 – Letter of Submittal

Your Letter of Submittal shall be signed and shall contain:

- The name of your contact person for this RFP;
- A narrative demonstrating how you meet the minimum qualifications in Section 2.1;
- A detailed list of all materials and enclosures included in your proposal;
- A list of all RFP amendments you received, listed in order by amendment number and date. (If you received no RFP amendments, include a statement that you received none.); and
- Any statements you wish to convey to the RFP Coordinator.

5.2.2 – Bidder Information Form

- A completed *Bidder Information Form* (Exhibit B). Please sign and include any attachments that are necessary.

5.2.3 – Reference Section

- Provide a list of at least three (3) references of entities for which you have performed similar services. Include the names, telephone numbers, dates of services, and a brief description of the similar services you provided them in the past. References will only be contacted if you are chosen as a finalist.

Please submit 5 (five) copies of your proposal containing Sections 5.2.4 through 5.2.6, as described below, each in a separate binder.

5.2.4 – Exhibit A, Service Delivery Plan

Please respond to each question, **1 through 5, Service Delivery Plan, in Exhibit A** in the same order in which they appear.

5.2.5 – Exhibit A, Qualifications

Please respond to each question, **6 through 16, Qualifications, in Exhibit A** in the same order in which they appear.

5.2.6 – Exhibit A, Cost Proposal

Please respond to each question, **17 through 19, Cost Proposal, in Exhibit A** in the same order in which they appear.

Separate these items by tabs, and mark the tabs to identify each of the above. See the following for specific instructions.

5.3 Separating the Copies of Proposal

The original proposal and each copy of the proposal must be submitted in separate, securely assembled binders. The RFP Coordinator will retain the original proposal and provide the copies of your proposal to the evaluators who are selected for review and scoring.

You may use three-ring binders for the required “separate, securely assembled binders” for the original and each copy of the proposal. You may also have the original and each copy bound commercially, such as by plastic or metal spiral binding, by flexible metal fasteners, by binding tape, or otherwise, provided that the original and each copy of your proposal is securely bound.

The purpose of this requirement is to ensure that the pages of your proposal do not become separated in transit or after receipt. It is critical that each evaluator receive a complete copy of your proposal to review.

Do not use staples, "binder clips," or plastic "slip-on" pressure clips to assemble the individual copies of your proposal, as the pages may become separated. DSHS may disqualify your proposal if copies are bound by staples, paper-clips, binder clips, rubber bands, or other easily removed object. DSHS may also disqualify your proposal if either the original or any copies are submitted completely unbound, in the form of loose pages.

5.4 How to Identify Proprietary Information

Include a statement on the title page of your proposal identifying each page of your proposal that contains any proprietary information. You must also print the word "Proprietary" on the lower right hand corner of each page that contains any proprietary information. You may not mark your entire proposal as proprietary.

If DSHS receives a request to view or copy your proposal, DSHS will respond according to applicable law and DSHS policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in your proposal without giving you ten (10) days notice for you to seek a court order preventing disclosure.

5.5 Proposal Checklist

A Proposal Checklist is included as Exhibit D to assist you in preparing your proposal. This checklist is intended only as an aid and should not be included with the proposal.

6. How Do I Submit My Proposal?

You must submit your proposal to the RFP Coordinator no later than the close of business on **December 18, 2003**. You may submit your proposal either by mail or by hand delivery. Use the mailing address or hand delivery address that are provided below and at the beginning of this RFP on page ii.

You should allow sufficient mail or delivery time for your proposal to arrive at the office of Central Contract Services by the due date. You assume all risk for the method of delivery and for any delay in the mailing or delivery of your proposal.

DSHS may disqualify your proposal and withdraw it from consideration if the proposal is received after the deadline. DSHS will not accept any proposal submitted by fax.

6.1 Mailing of Proposal

If you mail your proposal, the mailing address is:

Department of Social and Health Services
Central Contract Services
Attention: Sandra Elliot, RFP Coordinator
PO Box 45811
Olympia, Washington 98504-5811

Note: This is the only address the U.S. Post Office will use to deliver your proposal. The Post Office will not deliver your proposal to the physical delivery address listed immediately below.

6.2 Hand Delivery of Proposal

If you hand deliver your proposal, either yourself or by a delivery service, the delivery address is:

Department of Social and Health Services
Central Contract Services
Attention: Sandra Elliot, RFP Coordinator
Blake Office Park
4500 10th Avenue SE, 2nd Floor
Lacey, Washington 98503

Note: *The U.S. Post Office will not deliver your proposal to this state government address. The Post Office will either return your proposal to you or forward it to the 98504 zip code for Consolidated Mail Services for all state government offices in the Olympia-Lacey-Tumwater area.*

Be certain to use the above street address for delivery of your proposal and not the post office box address, if you use a delivery service or hand deliver your proposal.

7. How Will DSHS Evaluate and Score Your Proposal?

7.1 In General

Proposals will be administratively screened after they are received. Responsive proposals will be evaluated and scored by evaluators previously selected. Unless otherwise warranted, proposals will be evaluated and scored individually by evaluators. Each proposal will receive a proposal score.

Oral presentations may also be required, if considered necessary or advisable by DSHS to select the winning proposal. If oral presentations

are held, evaluators will evaluate and score the oral presentations of bidders selected as finalists.

7.2 Initial Screening

The RFP Coordinator will conduct an administrative screening of all written proposals to verify compliance with RFP instructions and requirements. The RFP Coordinator may withdraw any nonresponsive proposals from further consideration.

7.3 Evaluation of Written Proposals

DSHS will select evaluators based on their qualifications, experience, and backgrounds relevant to this RFP. The evaluators will review the proposals and score only the information provided, in accordance with RFP requirements and evaluation criteria.

7.4 Evaluation of Oral Presentations

DSHS may, after evaluating the written proposals, schedule oral presentations of bidders selected as finalists. The RFP Coordinator will notify finalists of the date, time, and place of the oral presentations.

DSHS will select evaluators for the oral presentations, based on their qualifications, experience, and backgrounds relevant to this RFP. These evaluators may include evaluators who reviewed the written proposals or DSHS staff who will work with the successful bidder(s). Evaluators will score the oral presentations in accordance with RFP requirements and evaluation criteria.

7.5 Evaluation of References

References may be contacted for the top scoring proposals only and will then be scored and added to the total score.

7.6 Evaluation Criteria

Evaluators will apply the following criteria in evaluating and scoring your proposal, including any oral presentation:

- Understanding of project/contract needs and requirements;
- Proposed approach and methodology;
- Your relevant experience;
- Staff qualifications and experience;
- Extent of qualifications beyond required minimum qualifications;
- Your ability and capability to provide the services described in the RFP;

- Reasonableness and necessity of cost elements of cost quotation.

7.7 Scoring of Proposals

Evaluators will score all responsive proposals and award points up to the maximum points available for each question.

7.7.1 Written Proposal Score

Your score for the written proposal will be the average of the scores of the evaluators who review your written proposal.

7.7.2 Final Proposal Score

Your final proposal score is the average points awarded for your written proposal, and if conducted oral presentation and reference checks.

7.8 Final Determination of Apparently Successful Bidder(s)

DSHS program staff and/or management may conduct a final review of the top scoring proposals, and of the evaluation and scoring of those proposals, submitted by bidders initially designated as apparently successful bidders.

In this final review, DSHS may consider past or current performance of any DSHS contracts by an apparently successful bidder, and any experience of the program or DSHS in working with an apparently successful bidder under any past or current contract with DSHS. DSHS management shall make the final determination as to which bidder(s), initially designated as apparently successful bidder(s), shall be officially selected and announced as the Apparently Successful Bidder(s) under this Solicitation.

In doing so, DSHS management shall be guided, but not bound, by the scores awarded by the evaluators. Program staff and DSHS management shall determine which proposals reviewed during this final selection process will best meet the needs of DSHS and, specifically, the needs of the Children's Administration.

Any bidder who would be an apparently successful bidder based on the scores awarded by the evaluators, and who is not selected, shall be provided with the reasons for selecting a bidder with a lower final score.

8. How Will I Know When DSHS Has Made a Selection?

DSHS will notify all bidders on or about January 6, 2004 of the selection of the Apparently Successful Bidder by written notice to all bidders by letter and/or by fax. All bidders who have submitted proposals will be notified as soon as

possible once the selection of the Apparently Successful Bidder has been determined.

9. How Do I Obtain the Evaluation Results for My Proposal?

If DSHS does not select your proposal, you may request a debriefing conference. You must submit your request to the RFP Coordinator by mail, fax or e-mail by the end of business January 9, 2004.

The debriefing conference will be held January 12, 2004 or January 13, 2004. The debriefing conference may be conducted either in person or by telephone and will be scheduled for a maximum of one hour.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of your proposal;
- Critique of your proposal; and
- Review of your final score in comparison with other bidders' final scores without identifying the bidders.

You may not submit a protest unless you have both requested and participated in a debriefing conference.

10. How Do I Protest the Results?

The protest procedure outlined in this section is available only to those who have submitted a proposal in response to this RFP. It is the sole administrative remedy available within DSHS under this RFP.

In order to submit a protest under this RFP, you must have requested and participated in a debriefing conference.

10.1 What Are the Grounds for a Protest?

You may only submit a protest on one or more of the following grounds:

- Failure by DSHS to follow the procedures set forth in this RFP, or to follow applicable state or federal laws or regulations;
- Bias, discrimination, or conflict of interest on the part of an evaluator for DSHS; and/or
- Arithmetic errors made by DSHS in computing the score.

10.2 What Must the Protest Contain?

You must state all facts and arguments on which you rely for your protest, and the ground(s) for your protest. You must include in your protest:

- The ground(s) of your protest;
- A detailed and complete statement of the specific action by DSHS that you are protesting;
- The RFP number; and
- A description of what relief or corrective action you request.

You may attach to your protest any documentation that you offer to support your protest.

10.3 How Do I Submit a Protest?

Your protest must be in writing and must be signed. **You must mail or hand deliver your protest to the RFP Coordinator.** *Protests may not be submitted by fax or e-mail.* DSHS must receive your protest not later than the close of business January 14, 2004.

Mail or hand deliver your protest using the same mailing or delivery address provided in this RFP for submitting your proposal. (See Section 6 or page ii of this RFP.)

10.4 How will DSHS Review My Protest?

The RFP Coordinator will forward your protest to the DSHS designated Protest Coordinator with copies of the following: this RFP and any amendments, your proposal, the evaluators' scoring sheets, and any other documents showing how your proposal was evaluated and scored.

DSHS will follow these procedures in reviewing your protest:

- DSHS will conduct an objective review of your protest, based on the contents of your written protest and the above materials provided by the RFP Coordinator.
- DSHS will send you a written decision within five (5) business days after DSHS receives your protest, unless more time is required to review the protest and make a determination. DSHS will notify you if additional time is necessary.

10.5 How Will DSHS Decide My Protest?

DSHS will make a final determination of your protest and will either:

- a) Find that your protest lacks merit and uphold DSHS's actions; or
- b) Find that any errors in the RFP process or in DSHS's conduct did not influence the outcome of the RFP, and uphold DSHS's actions; or
- c) Find merit in the protest and provide options for corrective action by DSHS which may include:
 - That DSHS correct any errors and re-evaluate all proposals affected by its determination of the protest;
 - That DSHS reissue the RFP document; or
 - That DSHS make other findings and take such other action as may be appropriate.

11. How Will the Successful Bidder Contract with DSHS?

If you are an apparently successful bidder, you will be expected to sign a contract with DSHS and any subsequent amendments that may be required to address specific work or services as needed.

If you fail or refuse to sign the contract or any subsequent amendment within ten (10) business days of delivery to you, DSHS may cancel your selection as an apparently successful bidder and may award the contract or amendment to the bidder ranked next in order, based on the final proposal scores for all bidders.

A sample contract is attached as Exhibit C.

DSHS reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this RFP and the terms of your proposal.

Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.

12. Insurance Requirements

During the term of any contract awarded, the contractor may be required to purchase and maintain, at the contractor's expense, the following liability or other insurance policies:

Commercial General Liability Insurance (CGL)

The Contractor shall maintain Commercial General Liability Insurance, including coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000. The policy shall include liability arising

out of premises, operations, independent contractors, products-completed operations, personal injury, and liability assumed under an insured Contract, including tort liability of another assumed in a business Contract. The State of Washington, DSHS, it's elected and appointed officials, agents, and employees shall be named as additional insured.

Business Auto Policy (BAP)

The Contractor shall maintain Business Automobile Liability Insurance, including coverage for contractual liability, on all vehicles used to transport clients, including vehicles hired by the Contractor or owned by the Contractor's employees, volunteers or others, with the following minimum limits: \$1,000,000 per accident. The State of Washington, DSHS, it's elected and appointed officials, agents, and employees shall be named as additional insured.

Professional Liability Insurance (PL)

If the Contractor provides professional services, either directly or indirectly, the Contractor shall maintain Professional Liability Insurance, including coverage for losses caused by errors and omissions, with the following minimum limits: \$300,000 per incident, loss or person.

Worker's Compensation

The Contractor shall comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws and regulations. The State of Washington and DSHS shall not be held responsible for claims filed by the Contractor or its employees under such laws and regulations.

Employers Liability ("Stop Gap") Insurance

If the Contractor is required to maintain worker's compensation coverage under RCW 51.12.020, the Contractor shall also carry Employer's Liability Insurance to cover gaps in worker's compensation coverage, with the following minimum limits: Bodily injury by accident, each accident \$1,000,000; bodily injury by disease, each employee \$1,000,000; bodily injury by disease, policy limit \$1,000,000.

Employees and Volunteers

Insurance required of the Contractor under the Contract shall include coverage for the acts and omissions of the Contractor's employees and volunteers. The Contractor shall ensure that all employees and volunteers who use vehicles to transport clients or deliver services have personal automobile insurance and current driver's licenses.

Subcontractors

The Contractor shall ensure that all subcontractors have and maintain insurance with the same types and limits of coverage as required of the Contractor under the Contract.

Separation of Insureds

All insurance policies shall include coverage for cross liability and contain a "separation of Insureds" provision.

Insurers

The Contractor shall obtain insurance from insurance companies authorized to do business within the State of Washington, with a "Best's Reports" rating of A-, Class VII or better. Any exception must be approved by the DSHS Office of Risk Management. Exceptions include placement with a "Surplus Lines" insurer or an insurer with a rating lower than A-, Class VII.

Evidence of Coverage

The Contractor shall submit Certificates of Insurance to DSHS for each coverage required of the Contractor under the Contract. The Contractor shall submit the Certificates of Coverage to the DSHS Risk Manager, Office of Risk Management, Post Office Box 45882, Olympia, Washington 98504-5882. Each Certificate of Insurance shall be executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Contract. The Certificate of Insurance for each required policy shall reference the DSHS Contract Number for the Contract. The Contractor is not required to submit to DSHS copies of Certificates of Insurance for personal automobile insurance required of the Contractor's employees and volunteers under the Contract.

The Contractor shall maintain copies of Certificates of Insurance for each subcontractor as evidence that each subcontractor has and maintains insurance as required by the Contract.

Material Changes

Insurers subject to RCW 48.18 (Admitted and regulated by the Insurance Commissioner): The insurer shall give DSHS Office of Risk Management 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the insurer shall give DSHS 10 days advance notice of cancellation.

Insurers subject to RCW 48.15 (Surplus lines): The insurer shall give DSHS Office of Risk Management 20 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the insurer shall give DSHS 10 days advance notice of cancellation.

General

By requiring insurance, the State of Washington and DSHS do not represent that the coverage and limits specified will be adequate to protect the Contractor. Such coverage and limits shall not be construed to relieve the Contractor from liability in excess of the required coverage and limits and shall not limit the Contractor's liability under the indemnities and reimbursements granted to the State and DSHS in this Contract. All insurance provided in compliance with this Contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the State. The Contractor waives all rights against the State of Washington and DSHS for the recovery of damages to the extent they are covered by insurance

13. Auditing and Monitoring Requirements

Compliance: The Contractor shall comply with Federal Office of Management and Budget Circular A-133.

Audits: The Contractor shall secure an annual audit. Audits conducted for the Single Audit Act are acceptable under this requirement. The Contractor shall forward a copy of the audit report to the DSHS contact listed on page one of this agreement.

Monitoring: DSHS will schedule monitoring visits with the Contractor to evaluate the progress and performance of the program and provide technical assistance. The Contractor will provide access to all-program related records and materials at these times.

Audit Exceptions: If federal or state audit exceptions are made relating to this contract, the Contractor must reimburse the amount of the audit exception, and any other costs including, but not limited to: audit fees, court costs, and penalty assessments.

14. General Information

14.1 RFP Amendments

DSHS may, at any time before execution of a contract, amend all or any portion of this RFP. DSHS will mail any RFP amendments to you. If there is any conflict between amendments or between an amendment and the RFP, whichever document was issued last in time shall be controlling.

14.2 Retraction of This RFP

DSHS and the State of Washington are not obligated to contract for the services specified in this RFP. DSHS reserves the right to retract this RFP in whole, or in part, and at any time without penalty.

14.3 Rejection of All Proposals

DSHS may decide not to award any contract(s) under this RFP by rejecting any and all proposals, at any time.

14.4 Nonresponsive Proposals

DSHS may reject your proposal as nonresponsive for any of the following reasons:

- Incomplete proposal;
- Submission of alternative proposals;
- Failure to comply with any part of this RFP; or
- Submission of incorrect, misleading, or false information.

14.5 Minor Irregularities

DSHS may waive minor irregularities related to any proposal.

14.6 Cost of Proposal Preparation

DSHS will not reimburse you for the costs associated with preparing and/or presenting any proposal for this RFP.

14.7 Failure to Comply

If you fail to comply with any portion of this RFP or any exhibit to this RFP, including instructions, DSHS may reject or withdraw your proposal at any time as nonresponsive.

14.8 Joint Proposals

If you submitted a joint proposal, with one or more other bidders, and your proposal is designated as the apparently successful proposal, DSHS may designate you or one of the other bidders as the prime bidder and as the apparently successful bidder. The prime bidder will be DSHS's sole point of contact, will sign the contract and any amendments, and will bear sole responsibility for performance under the contract.

15. Definitions

The following terms which appear in this RFP have the meaning that is defined, for the purposes of this RFP:

- Apparently Successful Bidder - A bidder selected as having submitted a successful proposal, based on the bidder's final proposal score. The bidder is considered an "apparently" successful bidder until a contract is finalized and executed.
- Agency – The Department of Social and Health Services' Aging and Adult Services Administration is the agency of the State of Washington that is issuing this RFP.
- Bidder - An individual, organization, public or private agency, or other entity submitting a proposal in response to this RFP.
- Consultant – Individual or Company submitting a proposal in order to attain a contract with the Agency.
- Contractor – Individual or Company whose proposal has been accepted by the Agency and is awarded a fully executed, written contract.
- Issue - To mail or otherwise release this RFP as a public document, to interested parties who have requested it.
- Proposal - All material prepared and assembled by a bidder, and which the bidder submits in response to this RFP.
- Protest - An objection by the bidder, in writing, protesting the selection of another bidder as an apparently successful bidder, and which complies with all requirements of this RFP.
- RCW - Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- RFP - "Request for Proposals;" i.e., this RFP document.
- RFP Coordinator - The person named in this RFP as the RFP Coordinator, or the RFP Coordinator's designee within Central Contract Services. The sole point of contact within DSHS regarding this RFP for potential bidders and other interested parties.
- Statement of Work - A statement of the work or services which the contractor is to perform under any contract awarded, and which is usually in the form of an exhibit attached to the contract.

- Submit - To deliver to the DSHS RFP Coordinator any of several documents described in this RFP and in the manner specified in this RFP.
- WAC - Washington Administrative Code. (All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.)
- You - The person, agency, or organization requesting a copy of this RFP or submitting a proposal in response to this RFP.

16. Exhibits

You should be certain that you have all attached exhibits, which are part of this Request for Proposals. Exhibits to this RFP that must be completed and returned are:

- A. Foster Parent Retention Program Questions
- B. Bidder Information Form

Additional Exhibits for your review and assistance, but not to be submitted, are:

- C. Sample Contract
- D. Proposal Checklist

You should be sure that you have received a complete copy of this RFP and all attached exhibits, as listed above. If you have not received a complete copy of this RFP, you should contact the RFP Coordinator.

It is not a ground for protest if your copy of this RFP should be missing any exhibit or pages of the RFP.